

# Questions Received for the CSSSH Homeless Intervention Services & Housing Placement, Stabilization and Support RFI

The last day to call or email questions is August 13<sup>th</sup> by 5:00p.m.

Questions answered through 7/17/12

Question #	Date Received	Question	Response
1.	6/28/12	Can an agency apply with a fiscal agent?	<p>Proposals may be submitted by an eligible agency with a fiscal agent. The proposal may be submitted jointly by the agency and its fiscal agent. Both the agency and its fiscal agent must meet RFI eligibility requirements (RFI, Section VI). The agency and the fiscal agent will both provide relevant agency information outlined in the RFI application (Application, Section II):</p> <ul style="list-style-type: none"> <li>• Copy of recent most recent financial audit.</li> <li>• Copy of most recent financial statement.</li> <li>• Roster of current Board of Directors.</li> <li>• Minutes of last four Board of Directors meetings.</li> <li>• Certificate of nonprofit status.</li> <li>• Current certification of public liability insurance.</li> <li>• If your agency has an approved indirect rate, attach proof the rate is approved by an appropriate federal agency or another entity.</li> </ul> <p>Emerging Agency information requirements, if applicable.</p> <p>HSD's contract will be with the Fiscal Agent. The Fiscal Agent is responsible for meeting performance commitments. The Fiscal Agent needs to meet eligibility (per the RFI).</p> <p>The proposal should clearly define the roles and responsibilities of each agency in Sections B: Capacity &amp; Experience; and Section C: Budget and Financial Management.</p>
2.	7/3/12	Are transitional housing programs eligible under this RFI?	<p>No, transitional housing programs, where the program expectation is that household needs to move to another unit, are not eligible for funding.</p> <p>Programs that move homeless households into non-time limited housing (from homeless in Transitional Housing) are eligible. The focus of this RFI is on moving households to non-time limited housing. Proposals should describe where households are moving</p>

## Questions Received for the CSSSH Homeless Intervention Services & Housing Placement, Stabilization and Support RFI

The last day to call or email questions is August 13<sup>th</sup> by 5:00p.m.

Questions answered through 7/17/12

			from.
3.	7/3/12	Which budget form(s) should be used for Housing Placement, Stabilization and Support?	If the agency is proposing Housing Placement, Stabilization & Support Services use attachments 7 and 8. They provide more detail on use of rental assistance and staffing costs than the other forms.
4.	7/3/12	Does a referral agency without a subcontract that is not part of the proposed program budget qualify as a partner?	No. Referral agencies should be listed on the Referral Chart.
5.	7/3/12	Question on Proof of Nonprofit Status: Is that a 501(c)(3) letter?	Yes.
6.	7/3/12	What kind of a document is needed to satisfy the most recent organizational financial statement attachment? Would the most recent Statement of Financial Position and/or Statement of Activities do?	Yes, the current Statement of Financial Position will work.
7.	7/3/12	Is the funding available in the RFI the same amount with which the City now contracts with providers for these services? Is there any new money?	The funding available in this RFI is the same amount as currently contracted; there isn't any additional funding available in the RFI.
8.	7/9/12	On page 7, is the question "Does your proposed program currently participate in the Safe Harbors HMIS?" regarding the proposed program only, or the entire agency?	The question is about the proposed program's participation in Safe Harbors, not the entire agency's participation.
9.	7/12/12	Is youth and young adult funding included in this RFI? Can an agency providing day services specifically for youth and young adults apply for funding through this RFI? Which RFI should agencies with current contracts with HSD to provide day services for youth submit proposals?	<p>The Homeless Intervention &amp; Housing Placement, Stabilization and Support RFI does <u>not</u> include any funding that is currently supporting youth/young adult programs. The RFI excludes programs designed specifically to serve youth/young adults. Proposals should not be submitted for funding for these types of programs in this RFI.</p> <p>Youth funding is not being put up for bid as part of this RFI process. Funding for Drop-In Centers and Transitional Housing Programs for youth and young adults are managed through HSD's Youth &amp; Family Empowerment (YFE) Division. YFE is planning separate funding processes for youth/young adult programs and services. If you have any questions about plans for youth/young adult program funding, please contact Pat Wells (<a href="mailto:pat.wells@seattle.gov">pat.wells@seattle.gov</a> or 206-684-0524).</p>

**Questions Received for the CSSSH Homeless Intervention Services & Housing Placement, Stabilization and Support RFI**

**The last day to call or email questions is August 13<sup>th</sup> by 5:00p.m.**

**Questions answered through 7/17/12**

10.	7/13/12	In the certificate of insurance, does the City's name need to be in the certificate holder portion?	<p>We need a certificate of insurance showing the City of Seattle as certificate holder – it should read:</p> <p>City of Seattle Human Services Department 700 Fifth Avenue, Suite 5800 P.O. Box 34215 Seattle, WA 98124-4215</p> <p>Also, we need an endorsement stating the City of Seattle as an additional insured. This is a separate document but is typically part of the insurance policy.</p>
11.	7/12/12	Do emerging agencies provide annual budgets for 2011 and 2012 in lieu of financial audit and statement, or do emerging agencies need to submit annual budgets and the financial audit and statement?	Emerging agencies need to submit all of the documents listed in the RFI application, including budgets for 2011 and 2012 and financial audit and statement.
12.	7/12/12	If an organization provides financial empowerment and job training services that increase income and earning potential, and partners with agencies providing Drop-In Services and Housing Placement, is this work considered in scope for the RFI?	While the services noted are eligible, if agencies are partnering and submitting an application together, the proposal would need to show that all of the performance commitments listed on page 11 in the RFI for the service area(s), in this case Drop-In Center Services and Housing Placement Services, are being addressed.
13.	7/12/12	Can financial assistance dollars awarded through this RFI be used for background checks on clients? If not, can other funds awarded through the RFI be used to pay for the background checks?	No, funding available through this RFI can not be used for background checks on clients.
14.	7/16/12	Is it possible to get the application in a Word document without it being in a table?	For the narrative, you do not need to insert your answers into the table; you should use a Word document. To save space and help you keep to the 12 page limit, just refer to the section headers (for example, "A. Program Design Description") in your word document and then insert your narrative responses to the questions under each section header.

**Questions Received for the CSSSH Homeless Intervention Services & Housing Placement, Stabilization and Support RFI**

**The last day to call or email questions is August 13<sup>th</sup> by 5:00p.m.**

**Questions answered through 7/17/12**

15.	7/16/12	Is Attachment 9, the BARS form, an attachment we need to fill out and submit?	No, Attachment 9: BARS Classification of Expenditures Guidelines is for your knowledge only, to help you complete your budget. You do not need to attach it to your application.
16.	7/16/12	We are applying as an emerging agency and have both of the pots of funding in mind. Do you want a separate proposal for each "idea" or one proposal addressing each program separately?	You should submit a separate proposal for each program. For example, if you want to offer hygiene services in one program and housing placement and stability services as another program, you would submit two proposals.
17.	7/16/12	Are services designed to meet the needs of adults over 25 eligible under this RFI?	Services for 26 year olds and up <u>are</u> eligible for funding under this RFI; services for youth and young adults 25 and under <u>are not</u> eligible for funding under this RFI. However, services for the 25 and under age group will be funded through the RFI released by the Youth and Family Empowerment Division. For more information regarding the upcoming RFI for Youth and Young Adult services, please contact Pat Wells at ( <a href="mailto:pat.wells@seattle.gov">pat.wells@seattle.gov</a> or <a href="tel:206-684-0524">206-684-0524</a> ).
18.	7/17/12	What is the last day we can call or email and ask questions?	August 13 <sup>th</sup> by 5:00p.m.